



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**May 28, 2021**

**DIVISION MEMORANDUM**

NO. 166, s. 2021

TO: OIC, Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
Select Elementary and Secondary School Teachers  
DepEd Teacher-Broadcasters of Cavite  
All concerned

**2021 2<sup>nd</sup> DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING**

1. This office shall hold the 2021 2<sup>nd</sup> Division Management Committee (MANCOM) Meeting on June 2, 2021, Wednesday, from 8:00 AM to 12:00 NN via Zoom.
2. The meeting aims to gather all DepEd Cavite key officials and personnel to discuss crucial issues and concerns on the schools operations and important updates relevant to DepEd priorities and programs.
3. All Assistant Schools Division Superintendents, Division Chiefs, Unit and Section Heads, Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Education Program Specialists, Project Development Officers, and Elementary and Secondary School Heads are required to attend this meeting. **Representatives or substitutes are not allowed.**
4. The link to this meeting shall be posted at DepEd Cavite Learning Leaders.
5. Attached herewith are the following:
  - a. Attachment 1: Division Meeting Protocols
  - b. Attachment 2: Program Matrix
  - c. Attachment 3: Program Management Team and Terms of Reference
6. For inquiries and clarification, you may send a message to DepEd Cavite Province Facebook page or email to [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)
7. Immediate and widest dissemination of this Memorandum is hereby directed.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



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KSA/ DM 166 s. 2021  
BU-799 / 05/28/2021

*Attachment 1 to Division Memorandum No. 166 s. 2021 titled 2021 2<sup>nd</sup> Division Management Committee (MANCOM) Meeting*

**DIVISION MEETING PROTOCOLS**

Pre- and Post-Meeting protocols

- Participants are requested to attend the meeting **at least 30 minutes earlier** for attendance check. Likewise, they shall **accomplish the monitoring and evaluation form/ link** which will be issued by the end of the meeting.

Webinar proper

- **The meeting shall strictly follow the program matrix.** To allow this, participants shall be muted/ are requested to go mute especially during the discussion proper. For essential and urgent comments and/ or queries, participants may use the chat box while a discussion is ongoing. Program Management Team members are assigned to monitor and consolidate these concerns which shall be addressed during the allotted time for open forum.
- During the open forum, participants may be unmuted but shall **request to be acknowledged** by the resource speaker should he/ she want to speak to better facilitate the exchange of ideas.



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Attachment 2 to Division Memorandum No. 166 s. 2021 titled 2021 2<sup>nd</sup> Division Management Committee (MANCOM) Meeting

**PROGRAM MATRIX FOR BATCH 1**

Time	Topic/ Activity	Resource Speaker/ Facilitator
8:00 AM – 8:30 AM	<b>Preliminaries</b> National Anthem Prayer Quality Policy Opening Remarks	<b>Randy D. Punzalan</b> OIC, Assistant Schools Division Superintendent
8:30 AM – 8:45 AM	EOSY and Awards Recognition for SY 2020-2021	<b>Galileo L. Go</b> OIC, Assistant Schools Division Superintendent
8:45 AM – 9:30 AM	Enhanced Basic Education – Learning Continuity Plan (BE- LCP)	<b>Randy D. Punzalan</b> OIC, Assistant Schools Division Superintendent
9:30 AM – 9:40 AM	CID Updates and Concerns	<b>Elpidia B. Bergado</b> Chief, CID
9:40 AM – 10:25 AM	SGOD Updates and Concerns	<b>Diana P. Topacio</b> Chief, SGOD
10:25 AM – 10:35 AM	OSDS Updates and Concerns	<b>Verna C. Cabaya</b> Admin Officer V
10:35 AM – 11:35 AM	SDS Time	<b>Rommel C. Bautista, CESO V</b> Schools Division Superintendent
11:35 AM – 12:00 NN	Closing Remarks	<b>Galileo L. Go</b> OIC, Assistant Schools Division Superintendent



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*Attachment 3 to Division Memorandum No. 166 s. 2021 titled 2021 2<sup>nd</sup> Division Management Committee (MANCOM) Meeting*

**PROGRAM MANAGEMENT TEAM**

Planning	Rommel C. Bautista
Program Technical	Kristine A. Salamatina Margie Lyn P. Antazo
Documentation	Julie Anne V. Vertudes Rose Ann Creencia Royce R. Aure

**TERMS OF REFERENCE OF PROGRAM MANAGEMENT TEAM**

<b>Committee</b>	<b>Responsibilities</b>
Executive Planning and Program	<ul style="list-style-type: none"><li>• Overseeing and approval of the working committee's plan of action</li><li>•</li></ul>
Program	<ul style="list-style-type: none"><li>• Prepare/ organize and lead the whole program flow</li><li>• Host the opening program and facilitate discussions and open forum</li><li>• Prepare and submit activity completion report and other pertinent documents</li><li>• Prepare, process, and issue certificates of PMT members and participants</li></ul>
Technical and Documentation	<ul style="list-style-type: none"><li>• Prepare the platform for the webinar</li><li>• Conduct photo and video documentation of the event</li><li>• Prepare a narrative or news report regarding the event</li><li>• Prepare/ collect and take charge in playing all audio-visual presentations and materials to be used during the activity</li><li>• Assist in facilitating the open forum</li></ul>



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